



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF ACCOUNTABILITY AND ASSESSMENT
ACCOUNTABILITY BRANCH

December 12, 2008

POSITION TITLE: Education Program Specialist I, Research Associate

POSITION NUMBER: 040004

SALARY: State Salary Grade 21
Annual Salary Range: \$56,496 - \$82,514

LOCATION: 200 West Baltimore Street
Baltimore, Maryland 21201

NATURE OF WORK: This is a professional position responsible for providing program support and technical assistance in conducting research related to the State accountability program in the Accountability Branch of the Division of Accountability and Assessment.

DUTIES AND RESPONSIBILITIES: Designs and implements data collection strategies and statistical analyses; acquires, analyzes and reports student, school and Local Education Agency (LEA) data to meet State and Federal requirements; develop and maintain SAS databases in support of education program initiatives; creates and executes SAS programs to evaluate acquired data for completeness and accuracy; creates and edits SAS programs to perform logical edits in order to rectify data inconsistencies and anomalies; interprets and summarizes analyses through written reports and presentations; consults with program managers regarding data acquisition and analysis requirements; maintains data security for all collected data.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work from an accredited college or university.

EXPERIENCE: Four (4) years of administrative or teaching experience in or affiliated with an education program; this experience to include two years coordinating or administering an education research program or education research related area. Experience in statistical analysis, applications development and research, or data management preferred; SAS experience desired.

NOTES:

1. Two additional years of experience directly related to the position may be substituted for the required Master's Degree.
2. Possession of a Doctorate in a field related to the position may be substituted for one year of the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of research principals; knowledge of educational accountability programs; knowledge of multivariate statistics; skill in using SAS for data management and analysis; skill in creating data collection systems; skill in interpreting and summarizing research findings; skill in providing technical guidance to internal and external teams; skill in maintaining effective working relationships with internal and external teams; skill in managing timelines and deadlines; ability to analyze complex program issues and to recommend solutions; ability to communicate clearly and effectively, both orally and in writing.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Positions #040004. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410-333-8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at www.marylandpublicschools.org/MSDE/aboutmsde/jobs. All applications must be received by the Closing Date. *Appropriate accommodations for individuals with disabilities are available upon request.*

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. The selected applicant must consent to a criminal background investigation as a required security procedure for all employees who have access to data systems. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Open until filled.